

PCS Instruction Checklist

Sponsorship is MANDATORY. Every soldier in the ranks of Private through Colonel, undergoing a PCS move will participate in the sponsorship program. Long-term military schools are not required to provide sponsors. **NOTE: Orders will not be published until all necessary documents have been completed and received by The JBLM Reassignments Center (RPC).**

- ☐ **Read your PCS** (Permanent Change of Station) Order and/or Amendment. Verify SNL (Name, SSN, Rank, and Unit).
- ☐ **Initiate and/or complete all MANDATORY** requirements listed in your order (pay attention to time lines and required immunizations). If PCSing Overseas a DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) HIV test on form must be within 6 months of reporting date to overseas Command, documented with a negative stamp. **NOTE: Required for Installation Clearing Papers.**
- ☐ **Family Travel, Soldiers eligible for overseas (family travel)** must apply within 120 days prior to report month through the Official Passports and Family Travel Office (BY APPOINTMENT ONLY), call (253) 966-1117/3347, located in Waller Hall, Bldg 2140, and Room 207A.
- ☐ **Within 30 days prior to your departure date arrange your airfare.** It is your responsibility to coordinate with Official Travel for information concerning your port call, located in Waller Hall, Bldg 2140, Room 600, (253) 967-6070/9641. **NOTE:** All official travel must be arranged through commercial travel office under contract to the government. Official travel arranged through CTO not under contract to the government is not reimbursable.
- ☐ **30 days prior to the start of leave, report to Out-Processing,** Waller Hall, Bldg 2140, Room 206b. Bring 1 copy of your order, copy of amendment (if applicable), 1 copy of your **approved** DA Form 31, and if applicable DA form 4036-R (overseas only) for clearing instructions. Briefings are held Monday- Thursday from 0900-1530 (except on DONSA's and Federal Holidays, (253) 967-7050/3944. **NOTE: You must be in military uniform to clear.**
- ☐ **30 days prior to the start of leave, report to Finance for MANDATORY** briefing. Located in Waller Hall, Bldg 2140, Room 202A. Bring 1 copy of your order, copy of amendment (if applicable), and 1 copy of your **approved** DA Form 31(leave form). Briefings are held Mondays and Wednesday at 1500, (253) 967-7764/4098.
- ☐ **If you reside in base housing** (and have not), it's recommend you contact the Official Housing Office to scheduled a Pre-Inspection appointment, first visit <http://www.move.mil> , Bldg 5128, (253) 912-2150.
- ☐ **If shipping household items or doing a self move, upon receipt of PCS order proceed to the Joint Personal Property Shipping Office (JJPSO-NW),** Bldg 2150, Lewis Main, next to Waller Hall, Monday - Friday. Closed Federal Holidays, (253) 967-5053, Option 1.
- ☐ **Within 30 days of receipt of your AI (Assignment Instruction) IAW AR 600-8-11, "you" must attend an AFCS (Armed Forces Community Service) PCS Briefing.** The Conus briefing is held every Monday at 1300; The Overseas briefing is held the 1st Thursday of every month at 1400 (except on DONSA's and Federal Holidays). **No PCS Order required**, and spouses are encouraged to attend, (253) 967-3633.
- ☐ **Request for Deletion/Deferment/Early Arrival,** IAW MILPER Message 13-177, must be submitted through the JBLM RPC within 30 from Cap Cycle notification date. Medical request **must** include a valid profile and Doctor's statement of medical condition and prognosis. **NOTE:** Operational deletions/deferments must now have an endorsement from Installation G1 in order to process. This is an immediate change to AR 600-8-11.